

## **Photographic Documentation for National Register Nominations**

Michigan State Historic Preservation Office

Rev. 6/1/2005

The SHPO's photographic documentation requirements are founded in the national register's requirements as set forth in the National Register of Historic Places and National Historic Landmarks Survey Photo Policy Expansion (March 2005). Michigan national register applicants should review the National Register Photo Policy Expansion and also National Register Bulletin 23, *How to Improve the Quality of Photographs for National Register Nominations*. These can be found at the national register website, [www.cr.nps.gov/nr](http://www.cr.nps.gov/nr).

### **WHAT VIEWS AND HOW MANY?**

The number of views required will depend on the complexity of the property and what is considered significant about it. The views should provide an adequate overall impression of the property's character. For smaller individual buildings such as houses, two to four views will generally be appropriate, while for a historic district as many as twenty views may be needed. Including copies of historic views may be required when a property's present appearance differs significantly from the historic. The SHPO's national register coordinator should be contacted early in the nomination process to discuss what views are appropriate.

## **SHPO PHOTOGRAPHIC DOCUMENTATION REQUIREMENTS**

**The SHPO requires both black and white photographic prints and color electronic images.**

### **PHOTOGRAPHS**

Provide clear and descriptive black and white photographs, two originals of each view. The photographs must be crisply focused in all areas, correctly exposed, and free of any substantial perspective distortion.

Photographs must be:

- High in quality in relation to composition, clarity, and exposure.
- 3 1/2" x 5" up to 8" by 10" in size. We prefer the 5" X 7" size.
- Properly labeled (SEE NEXT PAGE).
- UNMOUNTED. Do not glue or otherwise attach photographs to another surface. Mounted photographs are not accepted.

Border:

Photographs printed on papers which will not accept pencil marks should have a white border at least 1/4" wide for labeling. If fiber-based paper is used, no border is necessary.

**Photographs may be provided in EITHER of the following formats:**

**Black and white photographs from standard photography**

**OR**

**Black and white photographs made from electronic images**

**Requirements for black and white prints from standard photography.** They must be:

- Printed from 35 mm or larger **black and white** negatives. Black and white prints made from color negatives will not be accepted. We recommend using only Kodak Plus-X 125, Kodak T-Max 100 or 400, or Kodak Tri-X 320 or 400 black and white film, as they are specifically made for processing and printing true black and white images. These types of film can generally be found only at specialty camera shops.
- Printed using a chemical process designed **only** for black and white film. This can usually be done only by a specialty camera shop or photographic studio. Photos processed with chromogenic processing (C-41) **are not acceptable**.
- Printed **only** on paper intended for black and white printing. Photographs printed on paper designed for color printing **will not be accepted**. Fiber-based or resin-coated papers that have been professionally processed in trays are preferred. Resin-coated papers that have been automatically processed are acceptable only if they contain no evidence of residual chemicals, fading, or yellowing. Use double- or medium-weight paper having a standard finish (matte, glossy, satin). The proper printing paper generally cannot be obtained through photo processes other than those used by a professional printer/camera shop.
- Properly processed and thoroughly washed; see directly above.

Photo labeling for black and white prints from standard photography:

ADHESIVE LABELS OF ANY KIND AND INK LABELING EXTENDING ACROSS THE BACK OF THE PRINT ARE NOT ACCEPTABLE AND PRINTS SO LABELED WILL BE REJECTED.

The preferred way to label photographs is to print lightly in pencil in the upper left corner of the back of each photograph the following information:

1. Historic name of property, or, for districts, the name of the building or street address followed by the name of the district.
2. Township or municipal unit, county, and state where the property is located.
3. Name of photographer.
4. Date of photograph.
5. Location of original negative—the name and mailing address of the person, firm, or organization holding the negatives. If the negatives will be on file at the Michigan Historical Center, list “MHC.”
6. Brief description of view indicating façade(s), side of street, etc. shown (“North and east façades” or “200 block of S. Washington, east side”).
7. Photograph number. For districts, use this number to identify the vantage point on a sketch map.

An alternative labeling method is to provide a continuation sheet with the nomination. To do this, label the photos by name of property, town, county, state, and photograph number (items 1, 2, and 7). List the remaining information (items 3-6) on a continuation sheet, identifying each photograph by number. Information common to all photographs, such as the photographer's name, may be listed at the top of the page.

To label photographs printed on paper that will not accept pencil marks, print with a permanent audio-visual marking pen or pencil the name and location of the property and number of photograph in the lower front border, being careful to avoid marking the printed surface. If there is no border, this information may be printed—as small as possible—in the lower right on the back of the photo.

### **Requirements for black and white prints made from electronic images.**

#### Electronic Image Standard:

The size of each image must be 1600 X 1200 pixels at 300 ppi (pixels per inch) or larger. It is recommended that digital images be saved in 8-bit (or larger) color format, which provides maximum detail even when printed in black-and-white format.

#### Provide the following:

- Two sets of black and white prints printed using ultraviolet pigmented inks and printed on paper designed for UV pigmented inks. The photos may be 3 ½ X 5” up to 8 X 10” in size (the SHPO prefers 5 X 7s). The National Register Photo Policy Expansion (page 6) lists specific ink and paper combinations meeting their requirements. If you do not use the listed inks and papers, you will need to provide the SHPO with documentation from some acceptable source outside of the products’ manufacturers that the ink and paper meets the required standard. The SHPO **will not accept** photographs unless it is clear that they meet the national register standard. Use the alternate method of labeling the photographs set forth above under black and white prints from standard photography (see below).
- Two CD-Rs, each containing electronic images for the views used. One will be submitted to the national register along with one set of the prints, the other housed at the SHPO along with the second set of prints. The electronic images must be saved as .TIF files (not .jpeg) on CD-R media. Use uncompressed .TIF file format, in keeping with guidance on digital photographic records issued by the U. S. National Archives and Records Administration. Name the images for the property, county, and state and number them (i.e. MI\_Marquette\_Vista01.tif, MI\_Marquette\_Vista02.tif for views of the Vista Theater in Negaunee, Marquette County) so that the image files will be organized on the CD-R in the order in which the images should appear as prints and in the review board presentation – that is, general exterior views first followed by interior views in logical walk-through order or, for districts, general streetscape views followed by any views of specific properties or features. Label both CD-Rs with the name of the property, county, and state (“Vista Theater, Marquette Co., MI”).
- For a district or other property for which one or more maps are being provided as part of the nomination, provide one image of each map on one of the CD-Rs, to be used as part of the presentation to the review board. These images should follow the instructions above as to format

and naming and, because they will be shown first in the review board presentation, should be designated with the lowest numbers.

- Identification list of the photo images on the CD-R. When submitting photographs made from electronic images, use a national register continuation sheet to provide a photo list. List the name of the photographer and the date when the views were shot. Then list the specifics – obtained from your processor – as to the processing system, inks, and paper used for printing the photos (for example, “Epson 7600 with Epson Ultra Chrome inks and Epson Premium Gloss Paper”). Follow this with a list of the photos that includes, for each view, a brief description of the view indicating façade(s), side of street, etc., shown (“North and east façades” or “200 block of S. Washington, east side”) and the image file designation.

### **Can’t Find Processing That Meets National Register Requirements?**

Because the SHPO recognizes that obtaining prints from electronic images that will meet national register standards may be difficult for some applicants, the SHPO will refer applicants to a processor in Lansing who can provide prints meeting the standard. The SHPO will also, upon request, take charge of the printing and labeling operation, delivering your CD-R containing electronic images to the processor, picking the order up, and labeling the prints. We will obtain and label two sets of 5” X 7” black and white prints for a service fee of \$5.00 per print (including the \$3.50 per print printing cost), which will be billed to the applicant.

### **COLOR ELECTRONIC IMAGES FOR THE PRESENTATION TO THE REVIEW BOARD (Slides are longer accepted):**

If you provide electronic images for the nomination photographs, you will not need to provide any additional images.

If you provided black and white prints from standard photography, you will need to provide electronic images in color of views approximately duplicating the black and white print views. For a district or other property for which one or more maps are being provided as part of the nomination, provide one image of each map. Images must be correctly exposed, so that roofs and other features of the property are clearly visible, and free of substantial perspective distortion. For the images the final resolution should be at least 150 ppi and the file should be saved in .TIF format (not .jpeg). Use uncompressed .TIF file format. Name the images for the property and number them (i.e. Vista01.tif, Vista02.tif for views of the Vista Theater) so that the image files will be organized on the CD-R in the order in which the images should appear in the review board presentation – that is, general exterior views first followed by interior views in logical walk-through order or, for districts, general streetscape views followed by any views of specific properties or features. Label the CD-R with the name of the property. For a district or other property for which one or more maps are being provided as part of the nomination, provide one image of each map on the CD-R, to be used as part of the presentation to the review board. These images should follow the instructions above as to format and naming and, because they will be shown first in the review board presentation, should be designated with the lowest numbers.

## **RIGHTS TO PHOTOGRAPHS AND ELECTRONIC IMAGES**

The final, accepted versions of photographs and images provided for national register nominations become the property of the Michigan Historical Center and will not be returned. The Michigan Historical Center accepts all photographs and images only on the condition that the Center has full right to use such accepted photographs and images for reports, presentations, or other purposes as it sees fit. One original set of nomination photographs will be submitted to the National Park Service as part of the nomination materials. Photographs submitted to the National Park Service will become the service's property and may also be used by them as they see fit (see the National Register Photo Policy Expansion, page 3). Applicants for national register designation are responsible for ensuring that the photographers they use understand and accept these conditions for use of their photographs.

## **IF YOU HAVE QUESTIONS**

Contact: Robert O. Christensen, National Register Coordinator  
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